DOCUMENT RESUME

ED 215 804 RC 013 295

TITLE Amity's Career Education Citizens Advisory Committee Constitution.
INSTITUTION Amity School District No. 4-J, OR.
PUB DATE Jun 76
NOTE 23p.; For related documents, see RC 013 293-297.

EDRS PRICE MF01/PC01 Plus Postage.
DESCRIPTORS *Advisory Committees; *Career Education; Educational Administration; Elementary Secondary Education; Group Membership; Group Structure; *Organization; *Rural Schools; School Community Relationship; *Small Schools
IDENTIFIERS *Amity School District 4J OR

ABSTRACT

Developed by the Amity (Oregon) School District 4-J (a small, rural farming district consisting of two outlying feeder elementary schools, one elementary school in town, and the high school), the Citizens Advisory Committee Constitution consists of seven sections. Statements by the superintendent and school board chairman regarding the role of the advisory committees are followed by a section on organization, which includes a chart depicting the organizational structure, four articles of organization, the communication procedure, and definitions for school board, school administration/administration/staff, career education director, executive secretary, cluster, career education, career awareness, career exploration, and Central Advisory Council. The next section provides the membership requirements, area of responsibility, and operating instructions for the advisory committees on Awareness, Exploratory, Construction, Home Economics, Agriculture, Career Guidance, and Business. The section on the Central Advisory Council discusses the Council's role, membership, officers and their duties, meetings, and rules for Council members. Duties of the chairman, vice-chairman, and secretary of the various committees are listed. The requirements for amendments conclude the constitution. (NQA)

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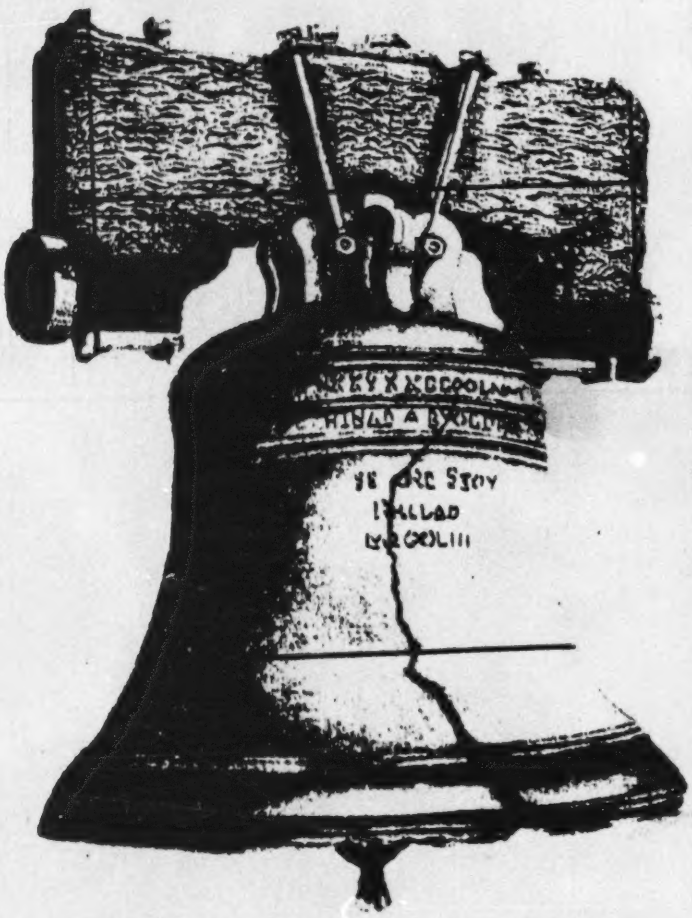
AMITY'S

CAREER EDUCATION

CITIZENS ADVISORY COMMITTEE CONSTITUTION



Amity School District 4-J, Amity OR 97101

June - 1976

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RC 013295

PREFACE (UPDATE)

Amity School District 4J
P. O. Box 138
Amity, Oregon 97101

Yamhill County, Oregon
Tel: 503-835-2181

District Enrollment 605

Amity is a small, rural farming district six miles south of McMinnville on Highway 99W. The farming consists of field crops, row crops and some livestock. There are two outlying feeder elementary schools, one elementary school in town, and the high school. Amity is within the Chemeketa Community College District.

The original Small Schools Career Education Developmental Project lasted from 1974-1977. The present career and vocational education program is built into the curriculum guides, established in the scheduling procedures, and is part of the Amity High School graduation requirements.

The program is made up of the following components:

CAREER AWARENESS

- Awareness Advisory Committee
- Cadre-trained instructor in career awareness
- "Career Carrousel"--activities and concepts of career awareness

CAREER EXPLORATION

- Career Exploration Advisory Committee
- Economics curriculum for eighth grade, "The Real World of Work"
- Modified SUTOE curriculum for seventh grade, "Who Am I?"
- Eighth grade Occupational Versatility
- Ninth grade Occupational Cruise into four clusters: Agriculture, Home Economics, Business, Construction
- Ninth grade Cruise Exploratory (CX) English

VOCATIONAL PROGRAMS--CLUSTERS

- Home Economics: Foodservice, Child Care Services, and Clothing Services
- Business: Accounting, Clerical, Secretarial
- Vocational Agriculture

COOPERATIVE WORK EXPERIENCE

- Agriculture and related occupations
- Business
- Cadet Teaching

COOPERATIVE WORK EXPERIENCE (Cont.)

Construction
Foodservice
Special Education

ADVISORY COMMITTEES

Awareness
Exploration
Agriculture
Business
Home Economics

SPECIAL CAREER/VOCATIONAL CLASSES

EMR "special education" students mainstreamed into vocational programs where possible, i.e., occupational versatility

LONG-RANGE PLAN

Developed through input from staff, administration, and advisory committees; currently being updated

CAREER GUIDANCE

A functioning advisor-advisee program
Career Information Service - Needle Sort
Career Information Service - Inservice Program
Ohio Vocational Interest Survey (OVIS) - grades 8 and 11
Armed Services Vocational Aptitude Battery - grades 9 and 11
Student Needs Assessment - all secondary
Graduate follow-up - SERVE and Guidance

INSERVICE PROGRAMS

Cadre trained in career awareness
Career education administrators
Career education exploratory (CX) English
Career education concepts

INTERDISCIPLINARY

Cruise English Program
Agriculture
Home Economics
Business

VOCATIONAL STUDENT ORGANIZATIONS

Future Business Leaders of America (FBLA)
Future Farmers of America (FFA)
Future Homemakers of America (FHA)
Future Teachers of America (FTA)

The greatest change brought about in the district as a result of this project involvement is that nearly all of the staff have taken on the task of assisting youth with career-related information and making a sincere effort to sit down and meet with students one to one to discuss the students' personal concerns in career planning. This contact with students is vital to the success of any educational program.

What is being done differently? Without tampering with the academic emphasis, career education has been expanded to provide greater opportunities for all students, not just the privileged few who might go on to college. Career and vocational education demonstrates greater respect for the potential of youth than has been shown in the past.

Visitors to the district are certainly welcome; please make an appointment and request the information needed to make your visit as beneficial as possible. The Career Fair which offers presentations about more than 60 occupations to students in grades 7-12 is especially interesting to attend.

It is Amity's hope that more small schools can take advantage of the progress made in the developmental sites by planning visits which may lead to ideas being transported to other districts for implementation.

Materials are available on request. Contact Amity High School Principal George Lanning for additional information or to arrange a visit.

Mr. Lanning comments, "There has been a considerable change in the staff over the past few years so all the items that were developed are not currently being used. There has also been less emphasis placed on career education related activities over the last few years.

"There were, however, many positive things that were developed and are still functioning in our school system today. Some of these include:

Advisor-Advisee Program
CX English
Active Career Awareness, Exploration, Vocational Agriculture, Business and Home Economics Advisory Committees
Occupational Versatility, grades 8-12
Freshmen Cruise"

FORWARD

Amity, Oregon
Date: June 24, 1976

The Amity School District Board of Directors supports and commends the efforts of the local advisory committees. We believe the following statements are examples of our expectations of the advisory committees.

1. Citizens Advisory Committee members more fully understand the organization and operation of the School System.
2. To further the concept of Career Education as a part of District 4-J's School Program for the benefit of the children of the District.
3. To develop the life roles of everybody as individuals, members of their family, community, and Nation.
4. To better prepare the youth of Amity School District, #4-J to meet the demands placed upon them as they enter the work force of this country.

A thanks is extended to the members of the school administration, faculty, and to the members of the existing committees for their help in furthering the educational opportunities of the youth of this community.

A special thanks are extended to the members of the Awareness Advisory Committee who put many hours of work into developing this Constitution.

/s/ Carl Lauenborg
Chairman, School Board 4-J

SUPERINTENDENT'S MESSAGE

A message from the office of the Amity School District Superintendent:

The basic 3 R's are vital to the success of young people in our society, but with the added demands placed upon our youth, we must specifically aim at a fourth R - RESPONSIBILITY, and to occupational decision-making.

Over 70% of any graduating class either does not go onto a four-year college or does not graduate from a four-year college. It is the school's responsibility to prepare the students for whatever roles they might seek in life. We must expand our thinking to include the needs of all youth.

A comprehensive career program aims at providing young people with the tools they will need to better deal with the occupational choices they will face. The question that the school attempts to help the student answer is "If most people seek employment of one kind or another, what type of employment is best suited for me?"

Educators need assistance in meeting the needs of students. The use of community people in advisory committee capacity is the essential link in the learning process from school related activities to the work related environment.

It is our hope that through this means, a long-range plan can be formed that improves the quality of Amity's graduates to make the changes which will build an even better America.

Charles W. Wiltse, Jr.

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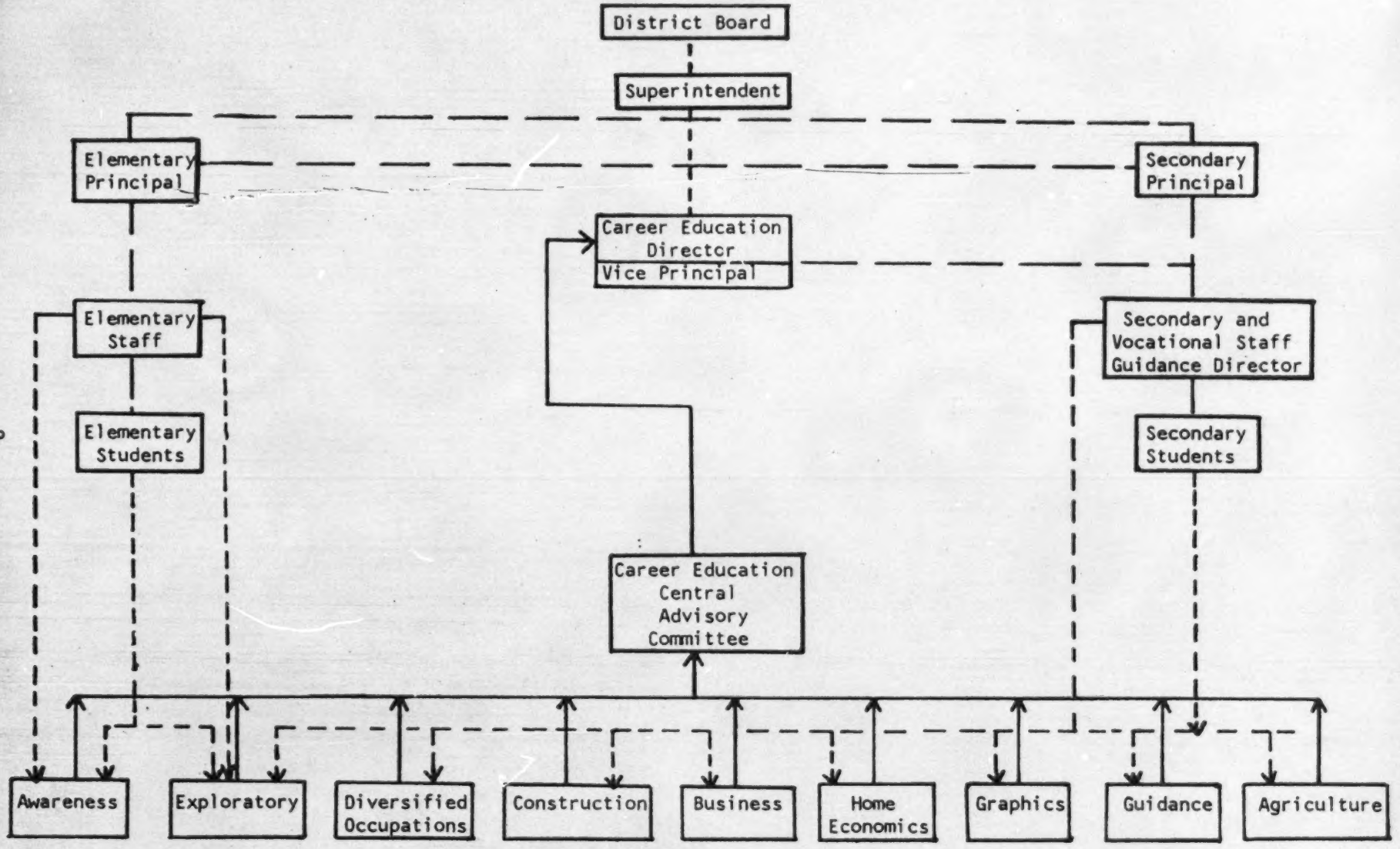
IV ORGANIZATION

A. LIST OF TERMS

As used in this manual the following definitions of terms include:

School Board	The legally constituted School Board, School District 4-J.
School Administration; Administration; Staff	All three terms mean the Superintendent of Schools and the Professional Staff hired by District 4-J, for the operation of the School System.
Career Education Director	The School Administration Staff Member designated for coordination of Career Education.
Executive Secretary	The School Staff Member designated to work with each Committee.
Cluster	A grouping of related skills or occupations requiring a similar preparation.
Career Education	A program to develop the skills, knowledge, and work experience associated with the student's potential careers.
Career Awareness	The program for grades 1 through 6, that provides insight into the various careers that are a part of our society.
Career Exploration	Seventh and eighth grade program that begins to explore various careers as a part of the pre-cluster selection.
Central Advisory Council	Council of Chairpersons of the Committees and others to act as the Central Advisory Council for Career Education.

ORGANIZATIONAL STRUCTURE



Dash Lines — — — — Administrative Lines of Responsibility
Solid Lines ———— Central Advisory Council Lines of Responsibility
Short Dash Lines - - - - - - Staff, Student, & Committee Paths of Career Education Input

C. ARTICLES OF ORGANIZATION

Article 1 Name and Purpose

The School Board of District 4-J, has approved the establishment of a Career Education Central Advisory Council and such Advisory Committees as are required to provide Community input into the Career Education program.

Article 2 There shall be an Advisory Committee for each of the Cluster areas, an Advisory Committee of Career Exploration, Career Awareness, and Career Guidance.

Article 3 The advisory council and committees may direct their advice toward the career/vocational education director, teachers of career/vocational education, career guidance director, administration, and/or the Board of Education. They shall limit their activities to matters which directly concern career/vocational education in Amity School District No. 4-J and shall be strictly advisory in capacity having no legislative or administrative authority.

Article 4 It shall be the duty of the advisory council and committees to:

a. Study the needs of the community as they relate to career/vocational education and help to determine those activities which will assist persons to prepare for a beginning and advancement to gainful employment.

   (1) Advise regarding the courses to be offered by the school district.
   (2) Offer constructive criticism of the instruction offered, and the available instructional facilities.
   (3) Aid in the selection of career/vocational teachers and other personnel when assistance is requested by the Board of Education and the administration.
   (4) Evaluate no less frequently than once a year the objectives, course offerings, personnel, and instructional facilities of each of the departments within the career/vocational education program.

b. Study the programs of vocational education in other communities and encourage the use of those practices which may better the quantity and quality of career/vocational education activities in the district.

c. Serve as an avenue of communication between the local career/vocational education programs and the community.

D. PROCEDURE OF COMMUNICATION

The Council and Committees may direct their advice toward the School Board, utilizing the Executive Secretaries' minutes of the meetings and the School Administration as the method of presentation.

AWARENESS ADVISORY COMMITTEE

A. Membership

1. The Awareness Advisory Committee membership should consist of persons who are a parent or a guardian of children attending District 4-J, Grade School. (Note that this is not mandatory since retired persons of the community and others who have an interest in this program should not be excluded).

2. A Chairperson and Vice-Chairperson shall be nominated from the floor and voted into office by a majority of the members of this Committee. The election shall be held at the first meeting in September and the newly elected officers shall serve for one year.

3. Resignations from the Committee shall be submitted in the form of a letter of resignation addressed to the Chairperson. The Chairperson shall present it to the Committee at the next meeting.

B. Area of Responsibility

In addition to Section C, Article 3, "Area of General Responsibility", the Committee shall:

1. Present ideas for Career Awareness Fairs and other related activities.

2. Consider plans in the Career Education for the next year to see what help we can give in furthering the Awareness program.

3. Annually update the information for the "Action Handbook".

C. Operating Instructions

1. Meetings shall be as informal as possible using Robert's Rules of Order when required.

2. A quorum is considered to be one more than one-half of the appointed members of the Committee.

3. Date and Agenda for the next meeting shall be set at the pleasure of the Chairperson in consultation with the Executive Secretary of the Committee.

EXPLORATORY ADVISORY COMMITTEE

A. Membership

1. The advisory committee shall consist of from 5 to 10 members.

2. The term of membership shall be for three (3) years. A system of retirement of membership shall be practiced by each Committee so that an equal number leaves the Committee each year.

3. Vacancies in membership shall be filled by nomination from Committee members and approved by the School Board. The Executive Secretary shall report nominations to the Central Council via the Superintendent of Schools for presentation to the School Board for action.

4. The School Administration shall appoint staff members to the Advisory Committee. The staff member shall act as the Executive Secretary for this Committee appointment, and shall be considered a non-voting member.

5. In accepting membership an Advisory Committee member agrees to attend meetings regularly and take part in group studies or deliberations for the improvement of Career Education.

CONSTRUCTION ADVISORY COMMITTEE

A. Membership

1. The advisory committee shall consist of from 10 to 14 members.

2. The term of membership shall be for three (3) years. A system of retirement of membership shall be practiced by each Committee so that an equal number leaves the Committee each year.

3. Vacancies in membership shall be filled by nomination from Committee members and approved by the School Board.

4. The School Administration shall appoint a staff member to the Construction Advisory Committee. The staff member shall act as the Executive Secretary for their Committee appointments, and shall be considered a non-voting member.

5. In accepting membership an Advisory Committee member agrees to attend meetings regularly and take part in group studies or deliberations for the improvement of Career Education.

HOME ECONOMICS ADVISORY COMMITTEE

A. Membership

1. The advisory committee shall consist of from 5 to 7 members.

   a. at least one member with a food service background.
   b. at least one member experienced in clothing.
   c. at least one member experienced in child care.
   d. one or two student members.

2. The term of membership shall be for three (3) years. A system of retirement of membership shall be practiced by each Committee so that an equal number leaves the Committee each year.

3. Vacancies in membership shall be filled by nomination from Committee members.

4. The School Administration shall appoint a Staff member to the Home Economics Advisory Committee. The Staff member shall act as the Executive Secretary for their committee appointments, and shall be considered a non-voting member.

5. In accepting membership an Advisory Committee member agrees to attend meetings regularly and take part in group studies or deliberations for the improvement of Career Education.

6. The Student Representative(s) shall be selected by the Home Economics Instructor.

7. A Chairperson shall be nominated from the floor and voted into office by a majority of the members of this Committee.

B. Operating Instructions

1. Meetings for this Committee will be held on the third Monday of the Month beginning the third Monday after Labor Day and continuing through the School Year. The meeting nights are subject to change as circumstances occur, at the pleasure of the Chairperson.

AGRICULTURE ADVISORY COMMITTEE

A. Membership

1. The Agriculture Advisory Committee shall consist of from 7 to 12 members.

2. The term of membership shall be for three (3) years. A system of retirement of membership shall be practiced by each Committee so that an equal number leaves the Committee each year.

3. Vacancies in membership shall be filled by nomination from Committee members and approved by the School Board. The Executive Secretary shall report nominations to the Central Council via the Superintendent of Schools for presentation to the School Board for action.

4. Student Representatives will be appointed to the Agriculture Advisory Committee through staff recommendation.

5. The School Administration shall appoint a staff member to the Agriculture Advisory Committee. The staff member shall act as the Executive Secretary for their Committee appointments, and shall be considered a non-voting member.

6. In accepting membership an Advisory Committee member agrees to attend meetings regularly and take part in group studies or deliberations for the improvement of Career Education.

B. Area of Responsibility

1. Assist with Shop Skills Contest and others throughout the year.

2. Act as chaperone to various State and Local activities.

3. Provide on-site tours for practical application of classroom instruction.

CAREER GUIDANCE ADVISORY COMMITTEE

A. Membership

1. The Career Guidance Advisory Committee shall consist of from 5 to 7 members.

2. The term of membership shall be for three (3) years. A system of retirement of membership shall be practiced by each Committee so that an equal number leaves the Committee each year.

3. Vacancies in membership shall be filled by nomination from Committee members and approved by the School Board. The Executive Secretary of each Committee shall report nominations to the Central Council via the Superintendent of Schools for presentation to the School Board for action.

4. Student Representatives to the Central Council and to each Cluster Committee shall be nominated by the School Administration.

5. The School Administration shall appoint a staff member to the Career Guidance Advisory Committee. Each staff member shall act as the Executive Secretary for their Committee appointments, and shall be considered a non-voting member.

6. In accepting membership an Advisory Committee member agrees to attend meetings regularly and take part in group studies or deliberations for the improvement of Career Education.

B. Areas of Responsibility

1. Review Advisor/Advisee Program.

2. Revise the Student Survey Instrument.

3. Provide information related to Career choices.

BUSINESS ADVISORY COMMITTEE

A. Membership

1. The Business Advisory Committee shall consist of from 7 to 11 members.

2. The term of membership shall be for three (3) years. A system of retirement of membership shall be practiced by each Committee so that an equal number leaves the Committee each year.

3. Vacancies in membership shall be filled by nomination from Committee members and approved by the School Board. The Executive Secretary of each Committee shall report nominations to the Central Council via the Superintendent of Schools for presentation to the School Board for action.

4. Student Representatives to the Business Advisory Committee shall be selected by the Business Instructor (preferably having the representatives members of FBLA) through recommendation by staff.

5. The School Administration shall appoint a staff member to the Business Advisory Committee. Each staff member shall act as the Executive Secretary for their Committee appointments, and shall be considered a non-voting member.

6. In accepting membership an Advisory Committee member agrees to attend meetings regularly and take part in group studies or deliberations for the improvement of Career Education.

B. Areas of Responsibility

1. Assistance in planning the District Skills Competition.

2. Selection of work experience sites.

3. Assist in long-range planning.

ADVISORY COUNCIL

Section I - Role of Advisory Council

The role of the Advisory Council for Vocational Education and its various departmental advisory committees is to ADVISE--regarding the courses to be offered by the school district; to constructively criticize the instruction offered and the available instructional facilities; to aid in the selection of vocational teachers and other personnel when assistance is requested by the Board of Education and the administration; and to evaluate at least once a year the objectives, course offerings, personnel, and instructional facilities of each of the departments within the vocational program.

Section II - Membership

Article 1 The advisory council shall consist of at least ten (10) members, five of whom are the presidents of the departmental advisory committees, and others as follows:

(a) The manager of the local Oregon Employment Service or his appointed representative.
(b) A personnel manager of a sizable local industry.
(c) A vocational counselor.
(d) Additional persons as deemed advisable by the council.

Article 2 The membership shall be selected from a cross section of citizens of School District No. 4-J who are gainfully employed in the community and shall receive written notice of their appointment to the council or any of its committees.

Article 3 An individual will automatically lose membership in the council if he fails to attend three (3) consecutive meetings without presenting good reason in advance to either the chairman or secretary of the council. The validity of the reason shall be determined by the advisory council.

Article 4 A term of membership shall be three (3) years beginning on May 1. A system of retirement of the membership shall be practiced so that an equal number leaves the committee each year.

Article 5 Vacancies in membership will be filled by nomination of the council members and selected by the Board of Education. At least two names shall be presented to the Board for each vacancy from which the Board shall appoint members to fill said vacancies.

Article 6 Resigned vacancies shall be filled in the above manner with the appointment to the membership being good for the unexpired term of the member creating the vacancy.

Article 7 The Board of Education shall appoint at least one of its members to attend each council meetings but shall not be considered as having vote.

Article 8 The Supervisor of Vocation Education shall attend meetings when possible and the principal and superintendent shall be encouraged to attend but are not considered as voting members.

Article 9 The departmental committees shall be governed by the same rules as the parent council except that they may limit their nominations for membership to persons more closely associated with their area of employment.

Section III - Officers and Their Duties

Article 1 Officers of the council shall be: (1) Chairman, (2) Vice-Chairman, and (3) Secretary. They shall serve a term of one (1) year. The term of office shall commence May 1.

Article 2 After the first year the chairman shall be elected from those who have served on the council for at least one year. The other offices may be filled by a council member.

Article 3 The officers shall be nominated from the floor and elected by a majority vote of the members present at the meeting.

Article 4 The career/vocational education director may serve as a non-voting secretary.

Article 5 Any vacancy in office will be filled by nomination and election from the floor at the next regular meeting after the vacancy occurs.

Section IV - Meetings

Article 1 Regular meeting of the council shall be held monthly unless insufficient business in the opinion of the chairman does not warrant a meeting.

Article 2 Regular meetings shall not exceed two (2) hours in duration unless so voted by a majority of the members present.

Article 3 Members shall receive written notice from the secretary at least three (3) days prior to any meeting.

Article 4 Five members shall constitute a quorum and can transact business for the council.

Article 5 Special meetings of the council may be called upon three (3) days notice to each council member.

Article 6 All meetings of the council will be open to the public.

Section V - Rules for Council Members

Article 1 The council shall function in an ADVISORY capacity only.

Article 2 The council shall work only within the field of vocational education and with the school personnel designated by the Board of Education or its responsible agents.

Article 3 Only the committee as a whole may officially advise school officials.

Article 4 The council shall not release publicity regarding its deliberations without approval of the Board of Education or its agents.

Article 5 The advisory council shall not, at any time, engage in public controversy with the Board of Education or school personnel.

Article 6 In accepting membership an advisory council member agrees to attend meetings regularly and take part in group studies and deliberations for the improvement of vocational education in the school and community.

DUTIES OF THE OFFICERS

The duties of the officers are as follows:

A. Chairman
   1. Preside over and conduct meeting according to accepted parliamentary procedure (Roberts Rules of Order).
   2. Call special meetings.
   3. Keep members on the subject and within time limits.
   4. Appoint committees and serve as ex-officio member of these.
   5. Represent the council and speak on occasions.
   6. Coordinate council efforts.
   7. Follow up council activities and check on progress being made.
   8. Keep council work moving in a satisfactory manner.

B. Vice-Chairman
   1. Assist the chairman.
   2. Have charge of committee work in general.
   3. Preside over meetings in absence of the chairman.
   4. Be prepared to take over the duties and responsibilities of the chairman.

C. Secretary
   1. Prepare and read minutes of the meetings.
   2. Have available for the president the list of business for each meeting.
   3. Attend to official correspondence.
   4. Send out and post notices.
   5. Count and record a rising vote when taken.
   6. Prepare council reports.
   7. Keep the permanent reports of the council.
   8. Read communications at meetings.
   9. Have on hand for each meeting the following:
      a. Secretary's book and minutes of the last meeting.
      b. List of committees and committee reports.
      c. Copies of the constitution and bylaws.

AMENDMENTS

Article 1 This constitution may be amended by a two-thirds (2/3) majority vote of the advisory council provided notices of the proposed change are given in writing at least ten (10) days prior to the voting.